



3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph: +91-612-250 4860; Fax: +91-612-250 4860, Website: www.brpls.in

JEEVIKA

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



INVITATION OF BID FOR SUPPLY OF OFFICE STATIONERY ITEMS UNDER RATE CONTRACT

To

Dear Sirs,

Sub: SUPPLY OF OFFICE STATIONERY ITEMS UNDER RATE CONTRACT.

1. You are invited to submit your most competitive rate for supply of the following Items under rate contract:

Sl. No.	Description of Items	Delivery period	Place of Delivery
1.	Attached ANNEXUIRE-I (OFFICE STATIONERY ITEMS)	Within a week from the date of issuance of P.O.	BRLPS Godown at Punaikchak / 3 rd floor, Vidyut Bhawan, Bailey Road, Patna.

2. Government of Bihar has received financing under “NRLM” and BRLPS intends to apply part of the proceeds of this financing for eligible payments under the contract for which this invitation of bid is issued.
3. Important Dates and Times/Bid Document:
 Last Date & Time for Submission of Bids : 17.02.2025 till 03.00 PM
 Date & time of Opening of bids : 17.02.2025 at 03:30 PM.
Interested bidder may attend the opening of bid
4. **Qualification Criteria**
- Having registration under GST. Signed & Stamped proof to be attached.
 - Average Annual Turnover of Rs.10.0 lakh during the last three completed financial years (2021-22, 2022-23 & 2023-24). (CA certificate should be submitted).
 - Having experience of supplying office stationery items in government offices/banks/local bodies. Signed and stamped photocopy of at least one purchase order.
 - Bidder should submit a Notarized undertaking that they have their own shop of office stationery items.
5. **Bid Price**
- Bidder must quote unit rate for each item.**
 - Interlineations, corrections, erasures, and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
 - All duties, taxes, freight, insurance, delivery charges and other levies payable by the supplier should be included in the quoted price.
 - The rates finalized shall be fixed for one year from the date of Issuance of Confirmation Letter. Purchase orders will be issued time to time based on**



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requirement of BRLPS. The period of rate contract may be extended subject to mutual consent.

- e) The Prices should be quoted in Indian Rupees only.
- f) Statutory deduction will be made at source, if applicable.
- g) **Evaluation will be done item-wise.**

6. Submission of Bids:

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) The bidder must mention full detail specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like “complying”/”compliant” is not sufficient.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

7. Validity of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations item wise which are determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, technical specifications and qualification criteria.
- (c) **And have quoted rate for the entire item.**

10. Award of Contract

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPS, has financial capability to execute the contract.
- b. A rate agreement will be formed with all eligible vendors subject to acceptance of the lowest rate thus arrived through this bidding process. Order/s will be issued based on agreed L1 rate to such eligible vendors who have accepted the lowest rate. Agency quoting the lowest (L-1) rate will not have the right of entire order. BRLPS may at its discretion, distribute the supply among other agencies also who have accepted the lowest (L-1) rate thus arrived through this bidding.
- c. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.
- d. **Successful bidder shall be required to furnish a performance security of Rs. 5,000.00 in the form of Bank DD in favor of Bihar Rural Livelihoods Promotion Society, payable at Patna.**



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- e. The bidder whose bid is accepted will be notified of the award by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the award order.
 - f. The purchaser will issue order/s for supply of items on as and when required basis. Supply is to be made within 10 days from the date of issuance of purchase order. Failure to supply within the prescribed time for 03 (three) consecutive purchase orders, BRLPS may decide to abort the award with forfeiture of the performance security.
 - g. If the supplier fails to supply the item/s without any proper reason, the same will be purchased from the open market and the balance amount will be adjusted from the performance security.
11. Supplier may submit bill for payment after completion of delivery against each purchase order. Payment shall be made within 21 days (excluding Sundays and Holidays) upon submission of bill (in duplicate) and quantity verification of the supplied items. The supplier must provide E-Way bill as per GST Rules, if required.
 12. We look forward to receiving your valuable quote and thank you for your interest in this project.

Encl.:

Annexure I- Bill of quantity and price format

(Dr. Santosh)
Procurement Specialist



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Annexure-I Price Format

S No	Name of items	Brand Name	Tentative Requirement in a year	Rate Per Item in Indian Rupees including duties, taxes, insurance, freight, delivery charges and other levies.
1.	Attendance Register – 2 quires	Milan	05 pcs.	
2.	Assistant Log Book – 2 quires	Bhargava's	500 pcs.	
3	Board File – A4 size	Any good make	100 pcs	
4.	Bold Marker (Red, Blue, Green, Black)	Luxor	1000 pcs	
5.	Battery AAA	Duracell	100 pcs	
6.	Battery AA	Duracell	100 pcs	
7.	Chart Paper – 80 GSM (multicolor)	Any brand	1000 pcs	
8.	Cover File – A3 size	Milan	100 pcs	
9.	Cobra File 0612	Milan	100 pcs.	
9.	Cello Tape – 1 inch	Prasad	50 Roll	
10.	Cello Tape – 2 inches	Prasad	200 Roll	
11.	BrownTape – 2 inches	Wonder	20 Roll	
12.	Correction Pen	Kores	20 pcs	
13.	Document File	R-Paras	1000 pcs	
14.	Executive Bond paper (90 GSM) – 21.0 cm x 29.7 cm (Pink, Light Green, Light Blue, White)	JK	50 pkts.	
15.	Pencil - HB	Natraj	2000 pcs	
16.	Eraser	Doms	1000 pcs	
17.	Pencil Sharpener	Doms	1000 pcs	
18.	Fevi Stick – 25 grams	Kores	100 pcs	
19.	Highlighter (orange, yellow, green & pink)	Kores/Stick	200 pcs	
20.	Index File Lever – 549	Milan	1000 pcs	
21.	Jute Folder – A4 size	Madhubani	100 pcs	
22.	Letter Receipt Register (4 Quire)	Superior	15 pcs	
23.	Letter Receipt Register (6 Quire)	Superior	15 pcs	
24.	Dispatch Register (2 Quire)	Superior	06 pcs	
25.	Dispatch Register (4 Quire)	Superior	06 pcs	
26.	Dispatch Register (6 Quire)	Superior	06 pcs	
27.	Ball Pen	Goldex/Butter flow	1000 pcs	
28.	Jotter Bal Pen	Jotter	100 pcs.	
29.	Gel Pen	Trimax	100 pcs.	
30.	High Pen (V5) – Red, Black, Blue, Green	Pilot	50 pcs.	
31.	High Pen (V7) – Red, Black, Blue, Green	Pilot	10 pcs.	
32.	A4 Size Paper – 75 GSM	Century/Binda 1	1000 pkts	
33.	Legal Size Paper – 75 GSM	Century/Binda 1	100 pcs	



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34.	Permanent marker (Red, Blue, Black, Green)	Luxor	100 pcs.	
35.	Post it Flag – 25 x 75mm	Oddy	1000 pcs	
36.	Plastic folder for A4 size paper – INF-CF 914	InFINITY	1000 pcs	
37.	Plastic Folder, SY-409	SAYA	1000 pcs.	
38.	Signature Pad – Blue, Green, Red	Ashoka	20 pcs	
39.	Stapler (No -10)	Kangaroo	50 Pcs	
40.	Stapler Hs 45P	Kangaroo	10 pcs	
41.	Stapler HD 45P	Kangaroo	10 pcs	
42.	Stapler (No. 24/6)	Kangaroo	20 pcs	
43..	Stick File	Any Make	50 pcs	
44.	Stamp Pad – Blue, Black	Oddy	100 pcs	
45.	Stamp Ink	Faber – Castell	10 pcs.	
46.	Sketch Pen (Multi color)	Camlin	500 pkt	
47.	White Board Marker	Doms/Refilo	500 pcs	
48.	Twin Folder – MC 006	MCENT	500 pcs	
49.	CD Marker – (Red, Blue, Green & Black)	Luxor	50 pcs	
50.	Punchless Clip file	Worldone	100 pcs.	
51.	Binder Clip (15 MM)	Oddy	10 Boxes	
52.	Binder Clip (25 MM)	Oddy	10 Boxes	
53.	Binder Clip (32 MM)	Oddy	10 Boxes	
54.	Binder Clip (41 MM)	Oddy	10 Boxes	
55.	Calculator – 12 Digit	Casio	10 pcs.	
56.	Calculator – 14 Digit	Casio	10 pcs.	
57.	CD-R, 700 MB	Frontech	100 pcs.	
58.	DVD-R (4.7 GB)	Sony	50 pcs.	
59.	CD/DVD Cover	Any Make	100 pcs.	
60.	Cash Book (Double Column) – 2 quires	Milan	10 pcs	
61.	Cash Book (Double Column) – 4 quires	Milan	10 pcs	
62.	Cash Book (Double Column) – 6 quires	Milan	10 pcs.	
63.	Double Sided Tape – 1 inch	Lozee	50 pcs.	
64.	Doms Kit	Doms	50 pcs	
65.	Envelope – 11” x 5” (plain)	Taj	2000 pcs	
66.	Executive File Bag	Time	10 pcs.	
67.	Exam Pad	Ajania Scal	50 pcs.	
68.	Fixed Asset Register – 2 quires	Milan	05 pcs	
69.	Fixed Asset Register – 4 quires	Milan	05 pcs	
70.	Fixed Asset Register – 6 quires	Milan	05 pcs.	
71.	Plastic Gem Clips – 35 mm	Oddy	100 pcs	
72.	Guard File	Milan	10 pcs.	
73.	Glossy Paper – 100 GSM (210mm x 297 mm)	JK/Cedar	1 pkt.	
74.	Masking Tape – 1”	Any Make	50 Roll	
75.	Premium Note Book – 4 x 21.6 cm (70 GSM)	Wiro	100 pcs	
76.	Plastic Paper Clip – 35mm	Oddy	10 pkts.	
77.	Pen Refill	Trimax	20 pcs	
78.	Pen Refill	Goldex/ Butterflow	100 pcs.	
79.	Pen Refill	V5 Pilot	05 pcs.	



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80.	Paper Cutter	Natraj	10 pcs.	
81.	Push PIN	Amcee	20 box	
82.	Fancy Register – 1 quire	Superior	20 pcs	
83.	Fancy Register – 2 quires	Superior	20 pcs	
84.	Fancy Register – 2 quires	Superior	20 pcs	
85.	Fancy Register – 2 quires	Superior	20 pcs	
86.	Fancy Register – 5 quires	Superior	20 pcs	
87.	Fancy Register – 6 quires	Superior	20 pcs	
88.	Stapler PIN – No.10	Kores	500 pkts	
89.	Stapler PIN – No.24/6	Kangaroo/ Kores	20 pkts	
90.	Stapler - 23/8 Pin	Camlin	10 pcs.	
91.	Stock Register – 1 quire	Milan	05 pcs	
92.	Stock Register – 2 quires	Milan	05 pcs	
93.	Stock Register – 6 quires	Milan	05 pcs	
94.	Scissor	Karni	20 pcs.	
95.	Steel Scale – 30 cms	Natraj	20 pcs.	
96.	Plastic Scale (621) – 30 c	Natraj	10 pcs.	
97.	Stick Notes Flag – 75 x 100 mm (3"x4")	Oddy	10 pcs.	
98.	Spring File – 1250	Milan	50 pcs.	
99.	Nylon Tag	RAFALE	50 bunch	
100.	Vehicle Log Book	Milan	10 pcs.	
101.	Re Stick – 75 x 125 mm	Oddy	10 pcs.	
102.	Double Punching Machine – DP600	Kangaroo	20 pcs.	
103.	Single Punch Machine – FP 20	Kangaroo	30 pcs.	
104.	Plastic Sutli – Medium Roll	Any Make	02 rolls	
105.	Tissue Paper – 23 x 23 cm	Softouch	100 boxes	
106.	SY-903 F/C Liver Arch File (64 cm)	SAYA	50 pcs.	
107.	Laminated Envelope – A4 size	Any Make	100 pcs.	
108.	Gum Bottle – 50 ml	Camel	10 pcs.	
109.	Clear Sheet Protector – (DT-105), 11 Hole Pocket – A4 size	Meghal Deluxe	05 pkt.	

NOTE: The unit rate will be FOR to the destination.

The above quantity is tentative. Actual consumption may vary.

We agree to supply & demonstrate the quality of the above goods in accordance with the specifications for quoted unit price/agreed price against each item for a period of one year.

Signature of Bidder.....
Name:
Business Address:.....
Place:
Date:
Seal: